

Minutes  
West Tisbury Space Needs Committee  
January 22, 2007

Present: Chuck Hodgkinson, Sue Hruby, Bea Phear, Kathy Logue, Bob Schwartz, Joe Eldredge, Les Cutler, Kent Healy, Hermine Hull, and guests Mike Hull, Anna Edey

Chuck opened the meeting at 8:00 AM at the Howes House.

**Minutes**

The minutes of the meeting of January 8, 2007 were approved as amended.

**Estimator Report**

Since we had only received the lengthy report a few days ago, Chuck asked that committee members read it carefully and get back to him by e-mail with questions before Wednesday evening, in preparation for the Friday meeting with Pete Timothy. Some preliminary questions were raised:

- 1) How did he determine the various mark-ups – soft costs/island factor/contingency? What is included in Soft Costs?
- 2) Why is the cost for the animal shelter so high?
- 3) Why are options one and two so different?
- 4) Can he think of ways to lower costs – what were the assumptions? Have we included unnecessary items?
- 5) What other key expenses are not included, e.g. landscaping, workstations, vault expenses?
- 6) Discuss HVAC
- 7) Can he show a comparison of ongoing maintenance costs for the various options?
- 8) How did he get to the gross square footage – basement?
- 9) How is the “addition” defined
- 10) Why are the two police options the same cost, when they should be different sizes?
- 11) What would be the alternate cost for the police station if slab on grade?
- 12) Are you sure that the estimates for all the options are fully comparable in that all items are present and estimated similarly? It appears that some (e.g. bathroom fixtures) are listed in the new construction but not in the renovation.
- 13) Why is contingency held at 10% in new construction and in renovation, which may have more unpredictable problems?
- 14) Are the design fees the same in all? Why, since some are further along than others?
- 15) What is the source of the escalation fee number? The time frame?

**Other Ideas**

Bob suggested thinking about eliminating site work at two locations and have savings on construction by building a single, larger (8,000 sq. ft.) building that could house both town administration and police. Les mentioned that this is similar to Farmington Connecticut. It would need to be at Fire Station #1 or Lamberts Cove. Kathy commented

that we would have to be sure that this would work operationally for all concerned, before going anywhere with a new idea like this.

Bea asked about the issue of local builders not being certified and bonded to work on municipal projects, as suggested by one of the survey respondents. If this is a real issue, could we help by coordinating a workshop for contractors so they can be ready next year?

Kathy mentioned that the low cost for the Oak Bluffs library was artificial, due to it being a slow period and the contractor trying to get into the local market.

### **CPC Meeting**

Chuck and Kathy attended the CPC meeting and distributed our comments. The Parks & Rec. committee withdrew their request and will ask, instead, for money to develop a business plan and develop a program. The CPC had several requests pending for historic money. Chuck suggested that they might be postponed, and that there may be a request for historic money for town hall.

### **Annual Report**

Kathy asked if we wanted to be in the Town Report. The committee said yes. Kathy will draft it.

### **Anna Edey**

Chuck distributed copies of her plan. Joe commented that the program does not reflect our committee's identified space needs, has a large Selectmen's meeting room, has no elevator for the upper levels, has excessive space devoted to circulation, and puts the town in the position of being a landlord. Anna said she got the space needs by copying, cutting and pasting from the 2005 proposal.

### **Other Input**

Joe suggested Kate Warner and Rick Anderson be given copies of the estimator bid kit to enhance their participation in the community effort. Kathy has a copy that Joe can copy to give them.

### **Financial Plan**

Chuck and Kathy will start drafting a debt schedule. Les suggested making sure it runs with the various dollar amounts to forestall any sense that the committee is endorsing one plan.

### **Next Meetings**

It was decided to change the public meeting to February 6, because of room availability.

January 26, 2007, 9:00 am with Peter Timothy, estimator

January 29, 2007 8:00 am

February 5, 2007, 8:00 am

February 6, 2007, 7:00 pm, Howes House

The meeting adjourned at 9:07 am.

Respectfully submitted,  
Beatrice Phear

Approved February 5, 2007